

SUMMARY
UNIT/TEAM : MECHANICAL TEAM

REF NO.: DBSB/PROC/IS-DM/2025/RFQ/04

PROPOSED OF MAINTENANCE CONTRACT FOR HVAC SYSTEMS AT IIUM KL CAMPUS

ITEM	DESCRIPTIONS	AMOUNT (MYR)
1	Total 1.0 Preliminaries	
2	Total 2.0 AHU	
3	Total 3.0 FCU	
4	Total 4.0 ACSU	
TOTAL AMOUNT FOR 1 MONTH (RM)		
SST 8%		
GRAND TOTAL FOR 1 MONTH (RM)		
TOTAL AMOUNT FOR 6 MONTHS (RM)		
SST 8%		
GRAND TOTAL AMOUNT FOR 6 MONTHS (RM)		

THE TOTAL AMOUNT OF THE TENDER FOR 6 MONTHS IN WORDS:
RINGGIT MALAYSIA:

I hereby certify that all descriptions are correct and all the offered price included the costs involved in refining the scope of services required by this tender.

Signature of Tenderer:

Signature of Witness:

.....
Name:
Designation:
Date:
Company Stamp:

.....
Name:
Designation:
Date:
Company Stamp:

BILL OF QUANTITY (BQ)
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REF NO.: DBSB/PROC/IS-DM/2025/RFQ/04

PROPOSED OF MAINTENANCE CONTRACT FOR HVAC SYSTEMS AT IIUM KL CAMPUS

ITEM	DESCRIPTION	QTY	FREQUENCY	MONTHLY PRICE (RM)	6 MONTHS PRICE (RM)
1.0	<u>PRELIMINARIES</u>				
A	Mobilization and demobilization of personnel, equipment, support facilities and materials required to complete the work. (Please refer location at Appendix 1)	L/S			
B	Apply PTW (Permit To Work) details and worker pass by liaise with related authorities and DBSB representative for reporting procedure before work commencement.				
C	Contractor should obtain the following guideline imposed for servicing and maintenance works: <ul style="list-style-type: none"> a) Obtain valid pass for workers at DBSB office before starting the work and always display the pass during working hour. b) Workers should comply with the safety regulations and guideline imposed by Safety and Health Department of DBSB and OSHBE. Malaysian workers are required to complete 2 dose of vaccination and submit the certificate to DBSB. COVID-19 test for non-malaysian worker is required and test results need to be submitted to DBSB every week before entering IIUM premises. c) Wearing suitable PPE equipment and uniforms d) Provide scaffolding to carry out high-level work with a competent scaffolding certificate. e) To ensure all debris to be transported outside IIUM KL Campus Campus and makegood of IIUM properties if any. 				
D	Contractor should provide manpower including one (1) Supervisor to complete the above services within the required frequency and time frame by DBSB as following requirements: <p><u>i) SUPERVISOR/LEADER</u></p> <ul style="list-style-type: none"> a) Malaysian, male age 18 years old and not exceeding 60 years old b) Posses a Diploma or relevant certificate related to air-conditioner or experience with related field more than 3 years c) Good communication and have leadership skills d) Can speak, write, read and understand well in Malay and English e) Possess own transportation and mobile phone 	1			

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	<p>ii) GENERAL WORKERS</p> <p>a) Malaysian Male have a relevant certificate related to air-conditioned and/or electrical.</p> <p>b) Mentally and physically fit with no criminal records, under drug abuse or under police patrol</p> <p>c) Working age: 18 years and not exceeding 60 years old</p> <p>E Insurance coverage using takaful insurance for workmanship compensation and public liability within the duration of contract. and must be submitted to DBSB before starting work.</p> <p>F Contractor to ensure all workers Malaysian nationality or citizenship. All foreign workers should have a valid work permit and employed by the contractor.</p> <p>G Working days and hour for servicing and maintenance works:</p> <p>i) <u>Attendance Record</u> All workers will need to register punch card at DBSB office and to clock-in and out accordingly</p> <p>ii) Days: Monday until Friday (Air-Conditioning Units Only) Time: 9.00AM - 5.30PM</p> <p>H Any requirement for work during Public Holiday and Weekend should be informed to the Supervisor incharge.</p> <p>I Contractor should take full responsibility to attend all emergency issues i.e breakdown, leaking and other related issues.</p> <p>J REPORTING PROCEDURES</p> <p>a) Prepare bimonthly schedule for yearly servicing and maintenance works for all departments</p> <p>b) Preparation of monthly service checklist complete with verification from the end users (as per attachment)</p> <p>c) Preparation of Monthly report for billing purposes should attached with pictures affixed with timestamp (Before, During, After).</p> <p>d) Prepare report on air conditioned units for any damages (when necessary).</p> <p>K Contractor should provide basic First Aid Kits to be used during any emergencies.</p> <p>L Contractor should responsible any damages done to the property of IIUM KL Campus or property inside the IIUM KL Campus and compensate the payment if any.</p>	2			
Total 1.0 Preliminaries (RM)				NA	NA

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2.0	AIR-HANDLING UNIT (AHU)	16	Bimonthly		
2.1	Inspect for any unusual AHU noise and vibration. Clean dirt and dust on grille or panel including air filters at the service unit.				
2.2	Adjust belt tension and pulley alignment if required. Inspect any leakage at exterior piping and valves and tighten the connections as required.				
2.3	Check and clean condensate pan, drainage piping and floor trap from blockage.				
2.4	Inspect, service and replace air filter. Purge air from all water coils.				
2.5	Service cooling coils with water jet every 6 months.		One Time Per Contract		
2.6	Inspect frequency operation and clean strainers. Also inspect AHU control panel for any loose wiring port, breakers, relays, contactors and indicator lamps condition.				
2.7	Lubricate bearing and shaft for blower motor. Check and tighten pulley and sheaves screw set.				
2.8	Inspect dampers operation, louvers, motorized valves and all insulation part.				
2.9	inspect and maintain the actuator devices, flow meter, pressure sensors and temperature sensors to ensure smooth control of the system. The off coil temperature sensors readings shall be within $\pm 2^{\circ}\text{C}$ of the set points				
2.10	Record phase condition for running and loading amp including incoming phase for red-yellow, yellow-blue and blue-red.				
2.11	Cleaning AHU room i.e vaccum outlet drain piping including maintaining lighting				
2.12	To clean air defuser and air return grille		One Time Per Contract		
2.13	To replaced air filter		One Time Per Contract		
2.14	To change new belting		One Time Per Contract		
	Total 2.0 AHU (RM)				

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3	FAN COIL UNIT (FCU) SERVICES	50	Bimonthly		
3.1	Check all air filters, clean and service air filters as necessary.				
3.2	Inspect all existing water coils, any leakage or blockage of pipe line, pipe joints and drainage line.				
3.3	Purge air from all water coils. Clean condenser pans and trays.				
3.4	Inspect thermostat operation, wiring terminal connection, fan bearings, FCU housing and all insulation pipe.				
3.5	Inspect and check any excessive bearing noise for blower condition.				
3.6	Clean FCU strainer, cooling coil with waterjet and tray. Inspect them if required.				
3.7	Inspect phase condition for running and loading ampere.				
3.8	Cleaning FCU room i.e vaccum outlet drain piping including maintaining lighting				
3.9	To clean air defuser and air return grille		One Time		
3.1	To replaced air filter		Per Contract		
3.11	To change new belting		One Time		
			Per Contract		
		Total 3.0 FCU (RM)			

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4	Air Cooled Split Unit (ACSU) Services	141	Bimonthly		
4.1	Inspect any excessive noise and vibration at the service unit.				
4.2	Clean dirt and dust on grille or panel including air filters at the service unit.				
4.3	Inspect excessive bearing noise and filter dryer condition.				
4.4	Inspect any leakage at refrigerant joints, drainage pan and drainage pipe.				
4.5	Check and inspect electrical terminal connection. Ensure there is no damage insulation part. Inspect and ensure condensing coil is clean. Comb the fins and clean the coil if necessary.				
4.6	Tighten tapping screw, bolts and nuts if required. Also check any sign of rust components and record the items in ACSU checklist.				
4.7	Clean and service indoor and outdoor condensing coil with chemical and using preesure jet every 6 months.		One Time Per Contract		
4.8	Record suction presure, discharge pressure and current room temperature				
4.9	Inspect phase condition for running and loading ampere.				
4.10	Cleaning outlet drain piping				
	Total 4.0 ACSU (RM)				